

**HIGH DOWN AFTER SCHOOL CLUB**  
**Down Road, Portishead, BS20 6DY**

**ADMISSIONS POLICY**

**Criteria**

If requested sessions have available spaces, the child can be admitted to the club with immediate effect. Where no spaces are available at the sessions first requested, children will be offered alternative sessions where possible. If these are not acceptable then the child can, if the parents/carers wish, be put on a waiting list for the sessions required and can be admitted to attend those sessions once a space arises (subject to any prior entries on the waiting list who wish to start immediately).

Holiday clubs are open to all children of primary school age. Children will not be accepted until they are 4 years old and already attending reception class. Children who have attended the Club during Year 6 may attend holiday club that summer at the discretion of the Manager.

**Details**

There is a registration form setting out the rules and regulations of the Club, and an annual registration fee payable. Registration runs from 1<sup>st</sup> September to 31<sup>st</sup> August inclusive. Existing users must register for the new school year by the end of Term 6. No child will be accepted without a completed registration form.

**Session booking conditions**

All sessions must be booked using the relevant Club Booking form prior to the date published by the Club. Late bookings, additional dates or casual bookings may be accepted, subject to spaces being available. No child will be accepted without a completed booking form.

Priority when allocating sessions will be given to existing users. Bookings will then be taken on a first come, first served basis using the above criteria.

All booked sessions must be paid for termly in advance at the time of booking, by ParentPay or under a Childcare voucher or tax scheme as agreed with the Club Manager. Session bookings are only transferable with the explicit agreement of the Club Manager, providing adequate notice is received, and spaces are available.

Overpayments by Childcare voucher or tax scheme cannot be refunded.

These conditions are necessary to comply with legal OFSTED requirements relating to the Adult/Child ratio. They are also necessary to ensure the financial stability of the clubs.

Reviewed June 2020